

**STATE OF NEW JERSEY**



**2006  
PUBLIC SERVICE  
RECOGNITION AWARDS  
PROGRAM**

**NOMINATION PROCESS**

**County and Municipal Awards  
For  
Heroism & Customer Service Excellence**

**NOMINATION DEADLINE:**

**DECEMBER 16, 2005**



## HOW TO NOMINATE FOR COUNTY & MUNICIPAL PUBLIC SERVICE RECOGNITION AWARDS

County and municipal employees may now join New Jersey's Public Service Recognition Awards Program. The program is a chance to recognize co-workers who go the extra mile or are outstanding performers. Anyone can nominate an individual employee or a group of employees – as long as they are peers or subordinates – for these awards:

- Customer Service Excellence – Municipal Government
- Customer Service Excellence – County Government
- Heroism Award – Municipal Government
- Heroism Award – County Government
- Team Work Partnership Achievement Award – Municipal Government
- Team Work Partnership Achievement Award – County Government

Each county participating in the 2006 awards program may submit up to two nominations for the three award categories Customer Service Excellence, Heroism and Team Work Partnership Achievement Awards. You can access the nomination ballot form on the NJ State Department of Personnel website at: [www.state.nj.us/personnel/programs/recognition](http://www.state.nj.us/personnel/programs/recognition). Deadline for all nominations is December 16, 2005.

Nominees, along with mayors and county executives/representatives, will be invited to attend the May 2006 award ceremony at the Trenton War Memorial.

To nominate an employee or employees from county or municipality, please complete the attached nomination form, and submit supporting documentation to make your case.

## 2006 AWARD DESCRIPTIONS

- *Customer Service Excellence - Municipal Government*  
**New Jersey local municipal government employees serve a wide variety of constituents throughout the municipality. This award recognizes the individual or group of employees who have provided the most outstanding and exemplary customer service to their constituents (either internal or external) in support of their municipal organization's goals. This award is presented at the State Awards Ceremony held annually in May. Nominations from municipal government must be filed through the governing authority for their respective counties.**

- *Customer Service Excellence - County Government*

New Jersey county government employees serve a wide variety of constituents throughout the county and state. This award provides recognizes the individual or group of employees who have provided the most outstanding and exemplary customer service to their constituents (either internal or external) in support of their county organization's goals. This award is presented at the State Awards Ceremony held annually in May.

- *Heroism Award - Municipal Government*

New Jersey local municipal government employees eligible for this award have performed acts of bravery or personal sacrifice in hazardous or life-threatening situations and acted above and beyond the duties and responsibilities of their jobs, reflecting favorably upon the municipality and state, whether or not the act was performed during working hours. This award is presented at the State Awards Ceremony held annually in May.

- *Heroism Award - County Government*

New Jersey county government employees eligible for this award have performed acts of bravery or personal sacrifice in hazardous or life-threatening situations and acted above and beyond the duties and responsibilities of their jobs, reflecting favorably upon the county and state, whether or not the act was performed during working hours. This award is presented at the State Awards Ceremony held annually in May.

- *Team Work Partnership Achievement Award – Municipal Government*

This award is open to two or more individuals who function as a team or a partnership and succeed in attaining a measurable goal or making a significant achievement within the current program year in support of their municipal agencies strategic plan. Please list all names of the team. This is not intended to recognize all those work groups or teams that have been doing a “good job” year round.

- *Team Work Partnership Achievement Award – County Government*

This award is open to two or more individuals who function as a team or a partnership and succeed in attaining a measurable goal or making a significant achievement within the current program year in support of their county agencies strategic plan. Please list all names of the team. This is not intended to recognize all those work groups or teams that have been doing a “good job” year round.

\*\*\*\*THE DEADLINE FOR NOMINATIONS IS DECEMBER 16, 2005 \*\*\*\*

## WHO CAN BE NOMINATED?

- When you consider nominating a fellow employee or group of employees, remember that the nomination(s) must represent the full description of the designated award category and the employee(s) nominated should be **MOST DESERVING** of the particular award.
- Employees **MAY NOT BE RECOGNIZED** for the **same award category** for two consecutive years.
- You may nominate someone who is your peer or subordinate.
- The incident(s), actions or situation on which the nomination is based must have occurred in the past year.

## PROGRAM COST

The program cost of **\$15** per award or **\$50** for *up to four awards* in any category includes an award certificate with the State seal, signed by the Governor, and presented at the State awards ceremony in May. Please submit nomination forms with checks payable to NJ State Department of Personnel.

## WHERE TO SEND COMPLETED NOMINATION FORMS

- All completed nomination forms, signed by the Mayor/County Executive, should be sent with payment to:

Anna Glyptis, Awards Program Coordinator  
NJ Department of Personnel Office of External Affairs  
44 South Clinton Avenue, P.O. Box 311, Trenton, NJ 08625-0311

## AWARD REVIEW/APPROVAL PROCESS

Department of Personnel Awards Program Coordinator, Anna Glyptis, will notify you of the final awards determinations. All award winners will be invited to attend the NJ Public Service Recognition (State) Awards Ceremony, May, 2006 at the Trenton War Memorial.

## QUESTIONS?

Contact Anna Glyptis at the Department of Personnel at (609) 984-1061 or via email at: [aglyptis@dop.state.nj.us](mailto:aglyptis@dop.state.nj.us).

***Thank you for taking the time to recognize your fellow employees!***



**2006 AWARD NOMINATION FORM**  
**New Jersey Public Service Recognition Awards**  
**(This Form Must Be Typed)**

**DEPARTMENT:** \_\_\_\_\_

**TYPE OF AWARD (please check one):**

- ☐ *Customer Service Excellence – Municipal Government*
- ☐ *Customer Service Excellence – County Government*
- ☐ *Heroism – Municipal Government*
- ☐ *Heroism – County Government*
- ☐ *Team Work Partnership Achievement – Municipal Government*
- ☐ *Team Work Partnership Achievement – County Government*

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**NOMINEE INFORMATION: (PLEASE TYPE OR PRINT)**

**Nominee Name:** \_\_\_\_\_

**Nominee Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Division/Unit:** \_\_\_\_\_

**Explanation/Justification for Award Nomination: (If more space is needed, attach additional sheets. A minimum of 6-8 sentences must be submitted).**

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**NOMINATOR INFORMATION:**

**Nominated by:** \_\_\_\_\_

(Print)

**Date:** \_\_\_\_\_

(Signature)

**Telephone:** \_\_\_\_\_

**Authorized by (print):** \_\_\_\_\_

(Mayor/County Executive)

(Signature)

**Title:** \_\_\_\_\_ **County**\_\_\_\_\_